

203.7000

Subpart 203.70—Contractor Standards of Conduct

203.7000 Policy.

Government contractors must conduct themselves with the highest degree of integrity and honesty. Contractors should have standards of conduct and internal control systems that—

- (1) Are suitable to the size of the company and the extent of their involvement in Government contracting,
- (2) Promote such standards,
- (3) Facilitate timely discovery and disclosure of improper conduct in connection with Government contracts, and
- (4) Ensure corrective measures are promptly instituted and carried out.

203.7001 Procedures.

(a) A contractor's system of management controls should provide for—

- (1) A written code of business ethics and conduct and an ethics training program for all employees;
- (2) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with standards of conduct and the special requirements of Government contracting;
- (3) A mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports;
- (4) Internal and/or external audits, as appropriate;
- (5) Disciplinary action for improper conduct;
- (6) Timely reporting to appropriate Government officials of any suspected or possible violation of law in connection with Government contracts or any other irregularities in connection with such contracts; and
- (7) Full cooperation with any Government agencies responsible for either investigation or corrective actions.

(b) Contractors who are awarded a DoD contract of \$5 million or more must display DoD Hotline Posters prepared by the DoD Office of the Inspector General unless—

- (1) The contract will be performed in a foreign country; or
- (2) The contractor has established an internal reporting mechanism and pro-

48 CFR Ch. 2 (10–1–05 Edition)

gram, as described in paragraph (a) of this section.

203.7002 Contract clause.

Use the clause at 252.203–7002, Display of DoD Hotline Poster, in solicitations and contracts expected to exceed \$5 million, except when performance will take place in a foreign country.

PART 204—ADMINISTRATIVE MATTERS

Subpart 204.1—Contract Execution

Sec.

204.101 Contracting officer's signature.

Subpart 204.2—Contract Distribution

204.201 Procedures.

204.202 Agency distribution requirements.

204.203 Taxpayer identification information.

Subpart 204.4—Safeguarding Classified Information Within Industry

204.402 General.

204.404 Contract clause.

204.404–70 Additional contract clauses.

Subpart 204.6—Contract Reporting

204.600 Scope of subpart.

204.601 Record requirements.

204.602 Federal Procurement Data System.

204.670 Defense Contract Action Data System (DCADS).

204.670–1 Definitions.

204.670–2 Reportable contracting actions.

204.670–3 Contracting office responsibilities.

204.670–4 Contract administration office responsibilities.

204.670–5 Departmental data collection point responsibilities.

204.670–6 Types of DD Form 350 reports.

204.670–7 Security classification.

Subpart 204.8—Contract Files

204.802 Contract files.

204.804 Closeout of contract files.

204.804–1 Closeout by the office administering the contract.

204.804–2 Closeout of the contracting office files if another office administers the contract.

204.805 Disposal of contract files.

Subpart 204.9—Taxpayer Identification Number Information

204.902 General.

204.904 Reporting payment information to the IRS.

Department of Defense

204.201

Subpart 204.11—Central Contractor Registration

- 204.1103 Procedures.
- 204.1104 Solicitation provision and contract clauses.

Subpart 204.70—Uniform Procurement Instrument Identification Numbers

- 204.7000 Scope.
- 204.7001 Policy.
- 204.7002 Procedures.
- 204.7003 Basic PII number.
- 204.7004 Supplementary PII numbers.
- 204.7005 Assignment of order codes.

Subpart 204.71—Uniform Contract Line Item Numbering System

- 204.7100 Scope.
- 204.7101 Definitions.
- 204.7102 Policy.
- 204.7103 Contract line items.
- 204.7103-1 Criteria for establishing.
- 204.7103-2 Numbering procedures.
- 204.7104 Contract subline items.
- 204.7104-1 Criteria for establishing.
- 204.7104-2 Numbering procedures.
- 204.7105 Contract exhibits and attachments.
- 204.7106 Contract modifications.
- 204.7107 Contract accounting classification reference number (ACRN).

Subpart 204.72—Contractor Identification

- 204.7200 Scope of subpart.
- 204.7201 Definitions.
- 204.7202 General.
- 204.7202-1 CAGE codes.
- 204.7202-2 DUNS numbers.
- 204.7202-3 TINs.
- 204.7203 Responsibilities of contracting officers.
- 204.7204 Maintenance of the CAGE file.
- 204.7205 Novation agreements, mergers and sales of assets.
- 204.7206 Using CAGE codes to identify agents and brokers.
- 204.7207 Solicitation provision.

AUTHORITY: 41 U.S.C. 421 and 48 CFR chapter 1.

SOURCE: 56 FR 36289, July 31, 1991, unless otherwise noted.

Subpart 204.1—Contract Execution

204.101 Contracting officer's signature.

(a)(i) Include the contracting officer's telephone number and, when available, e-mail/Internet address on contracts and modifications.

(ii) The contracting officer may sign bilateral modifications of a letter contract before signature by the contractor.

[56 FR 36289, July 31, 1991, as amended at 63 FR 69006, Dec. 15, 1998]

Subpart 204.2—Contract Distribution

204.201 Procedures.

(1) The procuring contracting officer (PCO) retains the original signed contract for the official contract file. Administrative contracting officers and termination contracting officers provide the original of each modification to the PCO for retention in the official contract file. Unless otherwise directed by department/agency procedures, the office issuing the orders maintains the original of orders under basic ordering agreements and the original of provisioning orders.

(2) Ensure that distribution of contracts and modifications is consistent with security directives.

(c) Distribute one copy to each Defense Finance and Accounting Service (DFAS) accounting station cited in the contract, in addition to the copy provided to each DFAS funding office.

(e)(i) Distribute one copy of each of the following types of contracts or modifications to the appropriate Defense Contract Audit Agency (DCAA) field audit office (listed in DCAAP 5100.1, Directory of DCAA Offices, available on the World Wide Web, Internet address <http://www.deskbook.osd.mil>, under reference library documents)—

- (A) Cost reimbursement;
- (B) Time-and-materials;
- (C) Labor-hour;

(D) Fixed-price contracts with provisions for redetermination, cost incentives, economic price adjustment based on cost, or cost allowability; and

(E) Any other contract that requires audit service.

(ii) If there is a question as to the appropriate DCAA field audit office, request the assistance of the DCAA procurement liaison auditor or the nearest DCAA field audit office.